

**Little Traverse Bay Bands of Odawa Indians**  
**JOB POSTING REPOSTED**

<b>Job Title:</b>	<b>Medical Assistant</b>
<b>Department:</b>	<b>Health</b>
<b>Reports To:</b>	<b>Triage Nurse/Medical Director</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Level:</b>	<b>\$11.85-\$16.03 (\$24,648 - \$33,342)</b>
<b>Level:</b>	<b>2</b>
<b>Opens:</b>	<b>April 20, 2016</b>
<b>Closes:</b>	<b>May 04, 2016</b>

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**SUMMARY**

Perform and assist with clinical procedures, maintain equipment, perform laboratory procedures and provide direct patient care as assigned by registered nurse and/or physician.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned.

- Perform selected nursing and administrative duties.
- Prepare patients for examination and treatment. Take patient histories and vital signs
- Prepare exam and treatment rooms with necessary instruments.
- Give injections and supplies casts, splints, and dressings.
- Prepare and maintain supplies and equipment for treatment, including sterilization.
- Assist physician in preparing for minor surgeries, physicals.
- Assist with scheduling of tests and treatments.
- Provide general information on department policies and procedures
- Order and maintain clinical equipment and supplies.
- Maintain patient files, records and other information.
- Compile and condense technical and statistical data for reports and records.
- Participate in professional development activities and maintain professional affiliations.
- Maintain patient confidentiality
- Other duties as assigned within scope of position.

**QUALIFICATIONS**

Knowledge of medical practice and care to assist in giving patient care. Knowledge of examination, diagnostic, and treatment room procedures. Knowledge of medical equipment and instruments to administer patient care. Knowledge of common safety hazards and precautions to establish a safe work environment.

**OTHER SKILLS AND ABILITIES**

- Skill in taking vital signs.
- Skill in maintaining records and recording test result.
- Skill in developing and maintaining department quality assurance.
- Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public.
- Ability to maintain quality control standards.

- Ability to react calmly and effectively in emergency situations.
- Ability to interpret adapt and apply guidelines and procedure.
- Ability to communicate clearly.

**EDUCATION and/or EXPERIENCE**

Demonstrated competence in medical assistant role for a minimum of one year. Graduation from an accredited Medical Assistant education program or equivalent healthcare education. Certification as medical assistant desired or agreement to obtain certification within first year of employment is required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current CPR certification.

**COMMENTS** Indian Preference will apply.